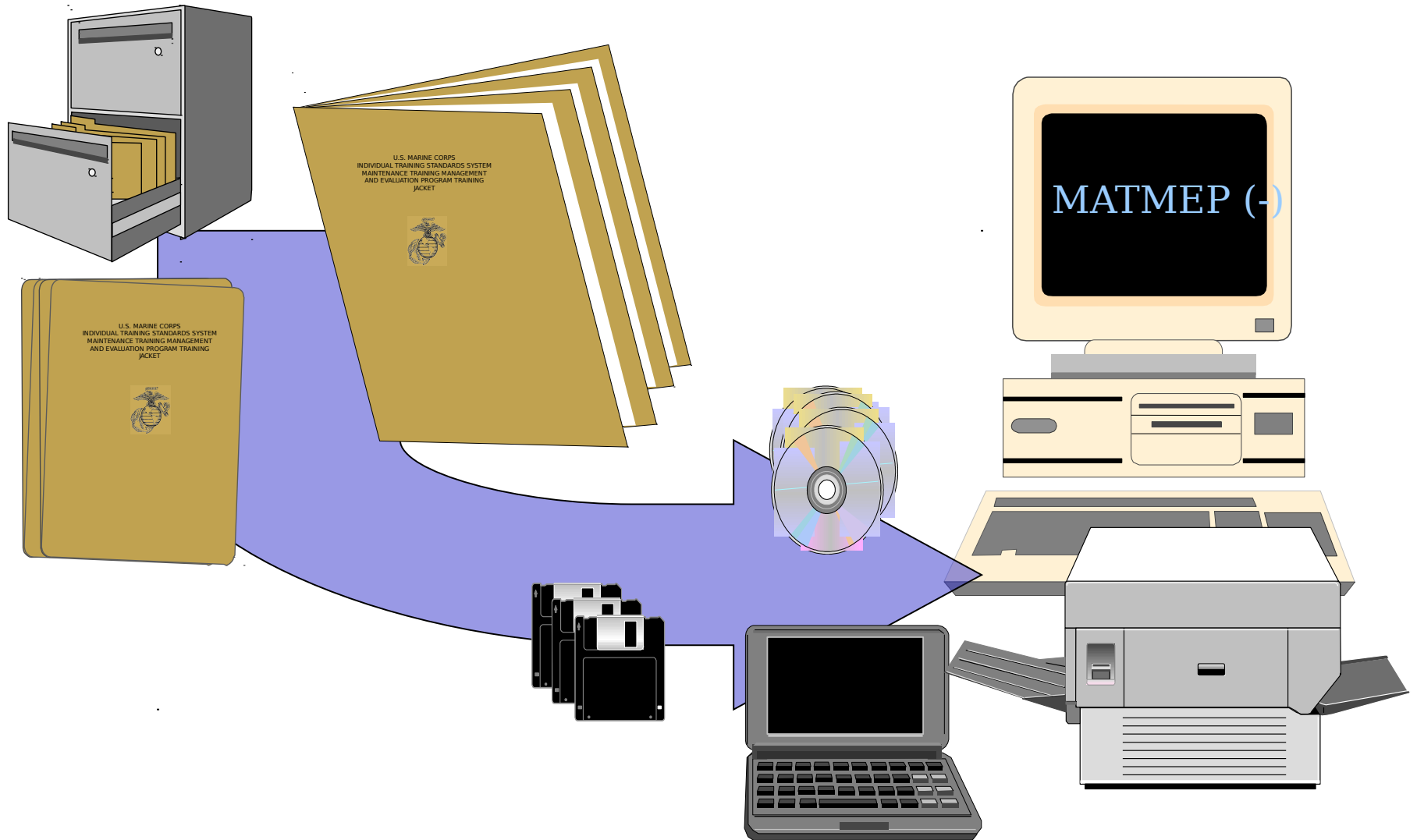


MATMEP Program Management

Aviation Training Branch
Training and Education Command



The Road Ahead



MATMEP Program Management

TECOM Responsibilities

- ✓ Educate the 5900 OccField on MATMEP.
- ✓ Update 5900 MATMEP (-) Packages.
- ✓ Assign MTMM's.
- ❑ Review packages for accuracy by SME's.
- ❑ Establish Lesson Guide timeline.
- ❑ Deliver MATMEP (-) packages to MTMM's and units.
- ❑ Establish Inspection timeline.



MATMEP Program Management

MTMM Responsibilities

- ❑ Place on CDROM upon graduation of MOS school;
 - MATMEP (-) MOS package
 - Student Handouts for MOS school
 - 5900 ITS Order
 - Any other relevant information, including;
 - Other MATMEP (-) MOS packages
 - Other MOS Student Handouts
 - Letter identifying any degraded training if applicable
- ❑ Issue CDROM to graduate

MATMEP Program Management

Unit Responsibilities

- ❑ Upon Marine joining unit;
 - ❑ Create Electronic Training Jacket (ETJ). 
 - ❑ Verify any FLC Level 1 degraded training from C
 - ❑ Discuss unit's MOJT Plan.
- ❑ Upon Marine completing Level II or higher task;
 - ❑ Update ETJ 
 - ❑ Counsel Marine

MATMEP Program Management

Unit Responsibilities

- ☐ Upon Marine receiving formal/informal training;
 - ☐ Update Individual Experience Data Sheet.
- ☐ Upon Marine leaving unit;
 - ☐ Update ETJ
 - ☐ Verify with Marine the status of ETJ.
 - ☐ Save to electronic media
 - ☐ Email to Marine's joining command MATMEP Co

MATMEP Program Management

Inspector Responsibilities

- ❑ Familiarize themselves with MCO 4790.20
- ❑ Establish POC with MTMM's and unit coordinators.
- ❑ Develop Inspection Checklist for MATMEP (-)
 - 1 Jul 2003
- ❑ Begin inspections of units 1 Jan 2004

Questions??

